

**APPLICATION FOR EXTENSION, RENEWAL OR TRANSFER
OF EXISTING PERMIT TO CONSTRUCT SEWAGE DISPOSAL
AND WATER SUPPLY FACILITIES FOR SINGLE FAMILY DWELLING**

REFER TO REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

EXISTING REFERENCE NUMBER				
<u>Tax Map No.</u>	<u>Dist.</u>	<u>Sect.</u>	<u>Block</u>	<u>Lot</u>
NAME OF APPLICANT (If name is different from original applicant, see instructions for transferring a permit and complete section 6 below.)				
Mailing Address			Phone	
NAME OF AGENT (If not applicant)				
Mailing Address			Phone	
DATE OF ORIGINAL APPROVAL _____ (If more than 6 years old, a new application will be required.)				
TRANSFER OF PERMIT: I hereby transfer all rights and interest in the above referenced permit to the new applicant named above;				
SIGNATURE OF ORIGINAL PERMIT HOLDER/AGENT _____				
PRINT NAME _____			DATE _____	
MAILING ADDRESS _____			PHONE _____	
Application is hereby made to [] extend , [] renew , [] transfer for a permit to construct in accordance with this application, surveys and plans submitted. I hereby certify that I have examined this complete application and the statements therein are true and correct, and that all work shall be done in accordance with all applicable Town, County, State and Federal Laws. "Any false statement made herein is punishable as a misdemeanor pursuant to S210.45 of New York State Penal Law."				
Signature of Applicant			Date	
Print Name of Applicant			Title	
If you are making <u>Substantial</u> revisions or modifications to a project that has already received a permit to construct from the Department, or if the permit is more than six (6) years old, a new application will be required. Renewed permits are subject to any changes in standards enacted after the approval date of the original permit.				
<u>DEPARTMENT USE ONLY</u>				
Permit is Extended/Renewed/Transferred Until _____			Number of Bedrooms Approved _____	
Signature of Department Representative _____			Date _____	

Instructions

- A. EXTENSION OF EXISTING PERMIT** - A permit to construct issued by the Department may be extended for a period of three years beyond the date of expiration, provided that the request for extension is prior to the date of expiration, as indicated on the previously approved plans, **and there are no substantial revisions to the proposed project**. This includes situations where construction of the project may or may not have started. Permits will be extended only once and a new Department permit number may be assigned. Only one extension will be granted after which applicants must submit a new application. The following items must be submitted to extend a permit:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form and one (1) copy.
 2. One additional print of the site plan. (Clearly indicate any revisions to the approved plan.)
 3. Application fee: See current fee schedule.
- B. RENEWAL OF EXPIRED PERMITS** - If your existing permit has expired, it may be renewed for a maximum of 3 years beyond the date of expiration, **provided that there are no substantial revisions to the proposed project**, or subsequent changes in Department standards. If either occurs, then the project will be treated as a new application. The following items must be submitted to renew an expired permit:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form and one (1) copy.
 2. One additional print of the site plan. (Clearly indicate any revisions to the approved plan.)
 3. Application fee: See current fee schedule.
- C. REVISIONS TO EXISTING PERMITS** - If you are making substantial revisions or modifications to a project that has already received a permit to construct from the Department, a new application will be required. Follow the Instructions as explained in 'Submission Requirements For Approval of Sewage Disposal and Water Supply Facilities for Single Family Residences' (Form WWM-041). The following are examples of changes that constitute substantial revisions or modifications:
1. An increase in total wastewater design flow (e.g., number of bedrooms).
 2. The addition or relocation of a proposed sewage disposal or water supply system(s) that was not shown on the approved site plans.
 3. A change in building gross floor area or location.
 4. A change in the proposed method of sewage disposal or water supply.
 5. Change in any proposed structures or improvements (for example, driveways, tennis courts, swimming pools, cabanas, etc.)
- At the discretion of the Department, some minor revisions or modifications may not require complete new applications or fees. For these situations, a minimum of three (3) revised site plans must be submitted for approval with a letter explaining what changes are proposed.
- D. TRANSFERRING A PERMIT INTO A DIFFERENT NAME** - If you are transferring a permit into a name other than that of the original applicant and you are **not revising the project**, then submit the following items for review:
1. Application for Extension, Renewal or Transfer of Existing Permit for Single Family Dwellings (WWM-104), one (1) original form [with the original applicant's signature] and one (1) copy.
 2. Three (3) new prints of the site plan in accordance with 'Submission Requirements For Approval of Sewage Disposal and Water Supply Facilities for Single Family Residences' (Form WWM-041).
 3. Application fee: See current fee schedule.

PHOTOCOPIES OF DOCUMENTS NOT ACCEPTABLE.